

2015 NATIONAL REGISTER AND PIF SUBMISSION SCHEDULE

National Register Submission Schedule

Please refer to the Register Check List and Legal Requirement Form for all materials that must be submitted along with the nomination as a complete package by the appropriate deadline.

BOARD MEETING DATE

Submittal Dates:

March 19, 2015 (Thursday)

Submit 10% of V-CRIS survey records for preliminary review by Architectural Survey Coordinator	Friday, October 3, 2014
Submit all V-CRIS survey records for historic district nominations to regional or Richmond office and run preliminary historic district NR listing report in V-CRIS	Friday, October 31, 2014
Submit draft historic district and CLG individual nominations	Friday, November 28, 2014
Submit draft non-CLG individual resource nominations	Monday, December 8, 2014
Submit final historic district and CLG individual nominations	Friday, December 26, 2014
Submit final non-CLG individual resource nominations	Friday, January 16, 2015

June 18, 2015 (Thursday)

Submit 10% of V-RIS survey records for preliminary review by Architectural Survey Coordinator	Friday, January 6, 2015
Submit all V-CRIS survey records for historic district nominations to regional or Richmond office and run preliminary historic district NR listing report in V-CRIS	Friday, January 30, 2015
Submit draft historic district and CLG individual nominations	Friday, February 27, 2015
Submit draft non-CLG individual resource nominations	Friday, March 13, 2015
Submit final historic district and CLG individual nominations	Friday, April 3, 2015
Submit final non-CLG individual resource nominations	Friday, April 17, 2015

September 17, 2015 (Thursday)

Submit 10% of V-CRIS survey records for preliminary review by Architectural Survey Coordinator	Friday, April 3, 2015
Submit all V-CRIS survey records for historic district nominations to regional or Richmond office and run preliminary historic district NR listing report in V-CRIS	Friday, May 1, 2015
Submit draft historic district and CLG individual nominations	Friday, May 29, 2015
Submit draft non-CLG individual resource nominations	Friday, June 12, 2015
Submit final historic district and CLG individual nominations	Friday, June 26, 2015
Submit final non-CLG individual resource nominations	Friday, July 17, 2015

December 10, 2015 (Thursday)

Submit 10% of V-CRIS survey records for preliminary review by Architectural Survey Coordinator	Thursday, July 2, 2015
Submit all V-CRIS survey records for historic district nominations to regional or Richmond office and run preliminary historic district NR listing report in V-CRIS	Friday, July 31, 2015
Submit draft historic district and CLG individual nominations	Friday, August 28, 2015
Submit draft non-CLG individual resource nominations	Friday, September 11, 2015
Submit final historic district and CLG individual nominations	Friday, September 25, 2015
Submit final non-CLG individual resource nominations	Friday, October 9, 2015

Scheduling: Once you have a complete nomination draft, it should be submitted to the appropriate regional office for review. (See www.dhr.virginia.gov, "Contact Us" section for regional offices and their coverage areas.) Draft nominations are reviewed in the Richmond Office along with the regional staff to provide authors a thorough set of comments. Some items may require revision; the nomination and all supporting materials must be approved by DHR staff before being added to a particular Board Meeting agenda. To ensure the process meets all legal requirements, we require adequate time for review, comment, and notification of property owners and adjacent owners. Register and regional staff review up to 20 to 30 nominations a quarter and you need to allow time for a careful review. Nominations that arrive just prior to final deadlines will not be given priority treatment.

Historic Districts: A *minimum* of 8 weeks prior to submitting district nominations, authors are required to submit to the appropriate Regional office and DHR's Architectural Survey Coordinator 10% of the total number of V-CRIS survey records being prepared for a historic district nomination. Electronic versions of the survey form, photos, and scanned site plan are to be submitted so that any problems with the data entry process can be identified early in the review process and to ensure the survey data entries are complete and accurate. A *minimum* of 30 days prior to submittal of the historic district nomination, all completed V-CRIS survey files for the entire district are due. Hard copies of photos in sleeves, maps, site plans, a survey envelope, and forms, all labeled according to DHR's survey guidelines, are to be submitted either to the appropriate regional office or, if it is physically more accessible, to DHR's central office in Richmond. This allows opportunity to review all the survey records before the historic district inventory report is generated for inclusion in the draft district nomination. Both regional staff and DHR's Architectural Survey Coordinator will review the survey records.

Certified Local Governments (CLGs): Thirty-two localities in Virginia have requested and received CLG status. In the nomination process, the CLG with jurisdiction over the nominated property must have an opportunity to comment on the proposed nomination. Their comments are passed on to the department director and our review boards. These nominations require extra lead-time to allow localities to receive the nominations for their Architectural Review Board's consideration. **The nomination must be finished and approved by Virginia Department of Historic Resources staff before it is submitted for CLG review. A list of CLG localities is here: http://www.dhr.virginia.gov/clg/clg_list.htm.**

Preliminary Information Form (PIF) Submission Schedule

Each quarterly board meeting has an associated "cut-off" Evaluation Committee meeting, after which no more PIFs will be added to that particular board agenda. In order to allow the Regional Office time to review submitted materials and work with the author to ensure that all information necessary for evaluation is in hand, PIFs intended for each "cut-off" evaluation team meeting must be received *no later than* two weeks prior to the in-house Committee meeting. The lead time also allows for the proper and timely notification of all parties involved in the PIF process and adequate time for State Review Board members to review multiple PIFs on the DHR website.

Board Meeting Date:

March 19, 2015
June 18, 2015
September 17, 2015
December 10, 2015

Last date Regional Office accepts PIFs for this meeting:

January 8, 2015
April 9, 2015
July 9, 2015
October 8, 2015